

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DED0147027

Date Posted: 09/10/12

POSITION NO: 209769

Closing Date: 09/21/12

CLASS CODE: 1230

POSITION TITLE: Department Manager I

DEPARTMENT NAME: Business Regulatory

DEPARTMENT NO: 014 WORKSITE LOCATION: St. Michaels, AZ

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R68A

Days: Mon - Fri

Permanent: ☒

SALARY:

Hours: 8:00am-5:00pm

Temporary: ☐

Duration: \$ 53,476.80 Per Annum

Part-Time: ☐

No. of Hrs/Wk: 40 \$ 25.71 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Under the supervision of the Division Director, manage the Business Regulatory Department and its Weight and Measurement Program on a day-to-day basis ensuring progress of operation; assumes overall departmental responsibilities to provide direction and leadership in advancing establishment of Navajo businesses through established policies and regulations, organizational planning, human resources, inter-departmental and inter-agency organizations, use of procurement offering technology and professional networking systems; provide organizational leadership in formulating administrative and operating policies and procedures that advance the establishment and retention of Navajo businesses; establish long-term professional relationships with and engage federal, state, counties, tribal and private entities in developing strategies, resource-sharing and initiatives in advancing the establishment of Navajo businesses; establish operational and information technology, data management and world-wide web internet systems for purposes of maintaining the effective and efficient operation of administering a compliance, enforcement, business certification and licensing program and customer service; provide leadership and familiarity in advancing the Navajo Nation with current policies that affect Navajo businesses and not only limited to the division and the Navajo Nation; implement and manage a business certification and licensing program; manage, delegate and collaborate on tasks assigned by the director and the administration of applicable Navajo Nation, federal, state laws and regulations with sound, fair and unbiased judgment, proficiency and professionalism as pertaining to: bidding processes, bid protests, solicitation and awarding of contracts/subcontracts, certification, re-certification, inspections, reporting; explain and represent department strategies on reports and testimonies to the public, businesses, governmental offices, committees of the Navajo Nation Council; recommend, direct, and administer the annual operating budget, plans, and policies on behalf of the division and the department.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

A Bachelor's degree in Public or Business Administration or a closely related field; and

**Experience:**

Six (6) years of administrative or management experience, two (2) years of which must have been in a supervisory capacity; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties. ***(To receive full credit for education/training, applicant must submit copies of college transcripts, certificates, diploma, etc.)***

**Special Knowledge, Skills and Abilities:**

Knowledge of management, business development, structuring corporations, policy development, strategic planning, operational and financial planning, contracts, procurement and regulatory, compliance enforcement, pre-award and post-award procurement processes; Navajo Nation, Federal, and State compliance laws, regulations, and codes pertaining to oversight of corporate activities on the Navajo Nation. Skill in formulating and executing documents and reports, operational work plans, strategic management systems, short/long-term goals and objectives, and program performance measures. Ability to transform organizations to advance Navajo businesses in concert with bidding agencies and entities in developing the communities of the Navajo Nation through application of communication, information technology, organization development and resource sharing programs initiatives, policies and processes. Deal with businesses wanting to do business on the Navajo Nation that are stifled by mandated Navajo Nation, Federal, and State compliance laws, regulations, and codes.

**License/Certification Requirements:**

**Preferred:** VALID DRIVER'S LICENSE

**VETERAN'S PREFERENCE APPLIES**

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.**

**Revised: 1-15-99**